



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL AND EXTERNAL JOB POSTING

Purchaser II

SUMMARY: Performs routine purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Additionally, assists House staff members with supply purchases in the supply store and responding to online orders. All work performed under the direct supervision of the House Purchasing Department manager.

ESSENTIAL JOB DUTIES:

- Prepares, reviews, and tracks purchase orders.
- Reviews and tabulates bids and orders to determine lowest and best bids or bids that provide best value.
- Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders.
- Tracks the status of requisitions and purchase orders; processes receipts of purchases and maintains files.
- Requisitions and orders merchandise, supplies and equipment using guidelines, rules, policies and laws.
- Responds to House staff member's questions re: items in the supply store and Special Purchase Requests
- Fill supply orders by pulling supplies and packaging them to be sent out to offices
- Performs related work as assigned.

EDUCATION & EXPERIENCE: Experience in the purchasing and procurement of goods and services. Graduation from an accredited four-year college or university with major coursework in business, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS & ABILITIES: Certified as a Certified Texas Purchaser (CTP) or Certified Texas Contract Developer (CTCD), formerly known as a Certified Texas Purchasing Manager (CTCM) or willingness to obtain certification within one year is preferred. Knowledge of purchasing and procurement methods, procedures, and state procurement principles and practices. Additionally, knowledge of assigned commodities and products on the open market, supply sources, and of the principles of business administration and accounting is desired. Ability to perform arithmetical computations, to evaluate bids, develop methods and procedures for locating supply sources, and to maintain a system of record keeping. Skill in problem solving. Skill in the use of computer, applicable software and desktop applications. Must be able to maintain effective working relationships with vendors and suppliers. Applicant must also be able to communicate effectively and professionally with members and staff on the telephone and in person. Must have flexibility to work extended hours and weekends as required. Must adhere to department dress code and demonstrate the ability to follow all policies and procedures as set forth in the Personnel Manual.

GENERAL SALARY INFORMATION:

SALARY RANGE:	State Salary group B14. Salary will be determined by experience and qualifications.
OPENING DATE:	July 15, 2020
CLOSING DATE:	Until Filled
APPLY TO:	Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Mail employment application(s) and resume(s) to:

Texas House of Representatives
Payroll/ Personnel Department
PO Box 2910
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.